



Cayen Afterschool 21 User Access Instructions

The Montana Office of Public Instruction (OPI) 21st CCLC team will submit a User Access Request to our OPI Internet Technology (IT) staff, and they will set up the user. The grantee must provide the following information in an email to michelle.cusey@mt.gov and adomino@mt.gov to start the user access request for the Cayen system.

1. The email you would like your account to be associated with.
2. First and Last Name
3. Official Grant Name- Please use the name found in E-grants
4. Site Name(s)- Include all sites each staff member will need access to. If all sites, please state "all sites"
5. Security Level- See below for levels and descriptions of all options

Once the OPI IT staff have approved and set up the user, the user will receive an email from noreply@cayen.net. Please note: this email may end up in spam or junk folder. If you do not receive an email within 14 days of your request, please let the OPI 21st CCLC team know.

Security Level	Description
Program Director	Identified within the E-grants application and has access to all sites/centers within the grant as outlined within the application. The program director can conduct all tasks within AS21.
Site Coordinator	Has access to site specific information and can conduct all data entry requirements for the site/center.
Data Entry	Has access to all data entry requirements for sites/centers they work with. (Identified within excel spreadsheet)
Attendance Only	Only has access to take attendance at the site/center identified. <i>Attendance: Add/Edit Attendance</i>